

Final Subdivision Plat Application

Charles County Government

Department of Planning & Growth Management, Post Office Box 2150, La Plata, Maryland 20646

NOTE: A RESUBMISSION FEE OF \$50.00 IS CHARGED FOR EACH SUBMISSION AFTER THE 2ND REVIEW, AND FOR ALL ADDITIONAL REVIEWS.

Application is hereby made for approval of the Final Subdivision Plat hereinafter described.

Proposed Plat Name _____

Plat Type - XCS, XIS, XRS, XNL

NOTE: A RESUBMISSION FEE OF \$50.00 IS CHARGED FOR EACH WRONGLY LISTED PLAT TYPE

- XCS: Commercial Subdivision. Resubdivision or creation of one or more lots in the Commercial Zones.
- XIS: Industrial Subdivision. Resubdivision or creation of one or more lots in the Industrial Zones.
- XRS: Residential Subdivision. Resubdivision or creation of two or more lots in the Residential Zone OR Right-of-Way (Road) Subdivisions OR making a buildable lot.
- XNL: Plats creating "no new lots" in any zoning classification.
- a) Plats showing a boundary survey for only one lot of record.
 - b) Plats of correction; Boundary Line Adjustment, Lot Line Adjustment.
 - c) Plats of Consolidation.
 - d) Easement Plats- plats recording easements only.
 - e) Plats of Abandonment. Abandoning previously approved lots, ROW, etc.

For Permit Administration Use:

Date Submitted

Fees Paid

File Number Assigned

Staff Initials

Plat Type

Approval/Planning Initials

Eleven Paper Copies

Appl. Completed

Appropriate Fees

Two Site Plans

Applicant's Name/Contact Person _____

Engineer/Surveyor Company Name/Contact Person _____

Address City, State Zip Code

Address City, State Zip Code

Phone Number Facsimile Number

Phone Number Facsimile Number

Owner's Name _____

Phone Number _____

Owner's Address _____

City, State _____

Zip Code _____

Development District
(In/Out) _____

Priority Funding Area
(In/Out) _____

Property Tax Number _____

Preliminary Plan No. _____

Date of Approval _____

Number of Proposed New Lots _____

Tax Map, Grid, Parcel, Block & Lot _____

Election District _____

Census Tract _____

Current Zoning _____

Acreage of Entire Tract _____

Residue Property (Y/N) _____

If yes, how much? _____

Purpose of Subdivision (Complete Page Five of Application and provide a more detailed written description) _____

Does this property have public water and/or sewer? (Y/N) _____

What is the total acreage of residential building lots shown on the plat? _____

Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee have been provided directly to Codes, Permits, & Inspection Services. (Y/N) _____

Have any restrictions been placed on the property? (Y/N) _____ If yes, please explain. _____

Has the property been the subject of a rezoning, special exception or variance? (Y/N) _____ If so, please identify, provide file number and date of approval. _____

If the parcel contains residue property, has adequate access for the residue been provided? (Y/N) _____

Since June 15, 1976, how many times has the property been the subject of a subdivision, either as a lot or portion thereof, or as a residue property? _____ Provide a written history of the property since June 15, 1976 with an exhibit illustrating parcel lines as of 1976. Is this included? _____

Is the property located within 1,000 feet of any tidal waters, tidal wetlands or tributary streams of the Chesapeake Bay (Chesapeake Bay Critical Area-CBCA)? (Y/N) _____

Are there tidal or non-tidal wetlands or other areas of environmental concern located on the property? (Y/N) _____

"Is there any proposed open space located on the attached final plat? ____Yes ____ No. If the answer is 'yes', please complete the following Net Open Space Data Calculation Table."

CHARLES COUNTY NET OPEN SPACE DATA CALCULATIONS

Instructions:

- 1) The following table must be completed for all Cluster Final Plats of Subdivision with proposed open space.
- 2) Follow the instructions below to complete the table.

Enter area totals in boxes at right			IN ACRES	
A1	TOTAL PLAT AREA			(A1)
2	(Minus)	Total area of cluster lots (not including agricultural lots)	(A2)	
3	(Minus)	Total area of conventional lots	(A3)	
4	(Minus)	Total area of public use lots	(A4)	
5	(Minus)	Total area of outlots	(A5)	
6	(Minus)	Total area of stormwater management lots	(A6)	
7	(Minus)	Total area of public road dedication	(A7)	
8	(Minus)	Total area of any land outside of open space and outside of agricultural use lots, but not included above	(A8)	
B1	GROSS AREA OF OPEN SPACE			(B1)
2	(Minus)	Resource Protection Area (RPZ) included within Open Space	(B2)	
3	(Minus)	Area of Isolated Wetlands (not associated with RPZ) within Open Space	(B3)	
C1	NET NEW OPEN SPACE			(C1)

- 3) In **(A1)**, enter the total plat area in acres.
- 4) In **(A2)**, enter the total area (in acres) of cluster lots, but do not include agricultural lots.
- 5) In **(A3)**, enter the total area (in acres) of conventional lots, if applicable. If none, enter "0".
- 6) In **(A4)**, enter the total area (in acres) of public use lots, if applicable. If none, enter "0".
- 7) In **(A5)**, enter the total area (in acres) of outlots, if applicable. If none, enter "0".
- 8) In **(A6)**, enter the total area (in acres) of stormwater management lots, if applicable. If none, enter "0".
- 9) In **(A7)**, enter the total area (in acres) of public road dedication, if applicable. If none, enter "0".
- 10) In **(A8)**, enter the total area (in acres) of any land outside of open space and outside of agricultural use lots that is not included in any of the lot categories in **(A1)** through **(A8)**, if applicable. If none, enter "0".
- 11) In order to calculate **(B1)**, the Gross Area of Open Space, subtract lines **(A2)** through **(A8)** from **(A1)**.
- 12) In **(B2)**, enter the Resource Protection Area included within Open Space, if applicable. If none, enter "0". Please note that the area can be measured in CAD or GIS.
- 13) In **(B3)**, enter the area of Isolated Wetlands (not associated with RPZ) within Open Space, if applicable. If none, enter "0".
- 14) In order to calculate **(C1)**, the Net New Open Space, subtract lines **(B2)** through **(B3)** from **(B1)**.

Final Subdivision Plat Preparation Checklist:

Please circle each item to indicate that it is included for a complete package or does not apply.

Yes	N/A	Eleven (11) paper prints of the Subdivision Plat
Yes	N/A	Appropriate Fees
Yes	N/A	Plat scale 1"=100" or larger (if not, a waiver needs to be included in submittal)
Yes	N/A	Completed, Signed, and Dated "Application for Approval, Final Subdivision Plat"
Yes	N/A	Forest Conservation Stand Delineation and Conservation Plan, or other means of compliance (if applicable)
Yes	N/A	Two (2) Site Plans (copy of final plat)
Yes	N/A	Copy of Deed restrictions or Homeowner's Association documents
Yes	N/A	For parcels claiming either Real Estate Transfer Exemptions or Intrafamily Transfer Exemption, submittal of a Declaration of Intent
Yes	N/A	Copy of approved MDE water and sewer permits, approved water/sewer allocation (if applicable)
Yes	N/A	Copy of preliminary plan & approval letter (if applicable)
Yes	N/A	Affidavit of Intent for the use of Transfer Development Rights (TDR), (if applicable)
Yes	N/A	Copy of School Allocation Granting Letter, if applicable. For properties located in the CBCA.
Yes	N/A	Planting and forest management plans, if necessary, to be approved by Planning Office and Bay Forester.
Yes	N/A	Open space maintenance plan for common open space, habitat protection areas or recreation areas.
Yes	N/A	Shoreline erosion plan, where warranted.
Yes	N/A	Open Space Data Sheet.
Yes	N/A	Cultural Resources Information.

For Planning Department Use:

_____	Eleven paper copies
_____	Appropriate Fees
_____	Correct Scale
_____	Application completed
_____	Means of compliance
_____	Property History Exhibit
_____	Copy of Deed or Homeowner's Association Documents
_____	Declaration of Intent
_____	MDE water/sewer permits
_____	Preliminary plan approval
_____	TDR
_____	Planting/Forest Mgmt Plan
_____	Open space plan
_____	Shoreline Erosion Plan
_____	Open Space Data Sheet & Cultural Resources Information

Yes Proposed Action (Intent) of Submitted Plat Project-**DO NOT SUBMIT WITHOUT THIS ITEM.**

Yes N/A History of property: The creation of more than a total of five (5) lots, from a parcel that was in existence on June 15, 1976, or seven (7) Lots from a parcel, residue or remainder in existence on December 31, 2012; provided that any lot resulting from a recorded deed or subdivision plat prior to December 31, 2012, cannot be considered a "parcel" for purposes of this section [Section 17: Minor Subdivisions].

Yes N/A Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee have been provided directly to Codes, Permits, & Inspection Services.

The applicant hereby certifies that this application for final subdivision plat approval is complete and that the information provided is correct. Incomplete applications will not be accepted for review and will be returned to the applicant within three (3) working days of the initial submittal date. **If representing the property owner include a letter of authorization.**

Signature of Applicant_____
Date**AND**_____
Signature of Agent_____
Date

NOTE: A RESUBMISSION FEE OF \$50.00 IS CHARGED FOR EACH SUBMISSION AFTER THE 2ND REVIEW, AND FOR ALL ADDITIONAL REVIEWS.

All required items must be included with the application at the time of the submittal. Failure to provide the required information with the application may result in the application packet being returned and cause delays.

IMPORTANT PLEASE NOTE: All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

Property Owner Authorization Form

(Or Provide Written Letter of Authorization from Property Owner)

Date: _____

To: Charles County Planning Division, Department of Planning & Growth Management

Attention: Planning Director

From: _____

Re (Project Name): _____

_____ hereby authorizes _____ to act on our
behalf with regard to the planning and engineering of our project
named _____.

Thank you.

Owner's Signature (1)

Date

Owner's Printed Name (1)

Date

Owner's Signature (2)

Date

Owner's Printed Name (2)

Date

Proposed Action (Intent) of Submitted Plat Project:

Application/Project Name, Property Identification Number: _____

So that the intent of the application submitted for this project is clear, please provide a detailed written explanation of the proposed changes so we may accurately process, and review this project and have a clear understanding and record in our files. *This information can be provided in a separate written document, but please reference this page and or attached it to this page.*

The plat application packet may be returned if this information is not provided.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Right of Entry Agreement

Application Name, Number: _____

Property Owner (or authorized agent*) Print Name Here: _____

This application may require site inspections in order to gain an understanding of the request and associated impacts as related to natural resources, cultural-archeological resources, public facilities and the overall neighborhood compatibility.

By signing this form, the land owner, and/or his/her assigned agent, is providing the Charles County staff, or consultants as assigned and working on behalf of Charles County, authorization to visit and inspect the property on site as long as the application remains active. Such site inspection will not involve disturbance of the property or structures located on the site.

By signing this form, the owner shall indemnify and hold harmless the County, its employees, agents, successors and assigns from and against and all claims, demands, causes of action, suits, proceedings, judgments, losses, liabilities, damages, injuries, costs and expenses (including reasonable attorneys' fees) arising out of this Right of Entry Agreement. In the event that the County, its Public Officials, officers, its agents, employees, successors or assigns shall, without fault on its part, be made a party to any litigation, this shall indemnify and hold the County harmless from and shall pay all costs, expenses and reasonable attorney's fees incurred or paid in connection with such litigation and shall promptly pay, satisfy and discharge any and all judgments, orders and decrees which may be recovered against the County in connection with the foregoing.

Owner or authorized agent signature: _____

Date: _____

*authorized agents must be assigned in writing by the property owner

Final Subdivision Plat Application – Line Total Calculation Sheet

Charles County Government
Department of Planning & Growth Management
Post Office Box 2150, La Plata, Maryland 20646

Subdivision Name: _____

Application Date: _____

FEE TOTALS

Provide the totals for each line from each calculation sheet. *Totals are required for proper processing.*

List the totals for the corresponding Line from each calculation sheet below (That is, calculate the amounts for all “Line 1A” areas for each plat sheet):

Line 1A	(Plats with 1 lot)	Total (for entire plat) _____
Line 1B	(Plats with 2 to 5 lots)	Total (for entire plat) _____
Line 1C	(Plats with over 5 lots)	Total (for entire plat) _____
Line 2A	(1 to 5 lots)	Total (for entire plat) _____
Line 2B	(6th lot or over)	Total (for entire plat) _____
Line 3	(NPDES Lots)	Total (for entire plat) _____
Line 4	(CBCA Fee)	Total (for entire plat) _____
Line 5	(Recording Fee)	Total (for entire plat) _____
Line 6	(Cultural Resources Review Fee)	Total (for entire plat) _____
Line 7	(Technology Fee)	Total (for entire plat) _____
Line 8	(Total Fee)	Total (for entire plat) _____.

Final Subdivision Plat Application – Calculation Guide Sheet

Charles County Government
Department of Planning & Growth Management
Post Office Box 2150, La Plata, Maryland 20646

Subdivision Name: _____

Application Date: _____

Calculation Guide Sheet

Sheet #	Plat Fee	Lot Fee	NPDES Fee	CBCA Fee	Recording Fee	Cultural Resources Review Fee	Technology Fee	Totals
1								
2						----		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20						---		
TOTALS								

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Final Subdivision Plat Application - Fee Calculation Sheet

Charles County Government -Department of Planning & Growth Management, Post Office Box 2150, La Plata, Maryland 20646

Subdivision Name: _____

Application Date: _____

Each Plat Sheet Must Have Its Own Calculation Sheet. Sheet #: _____

(The number of lots on each sheet must correspond to its calculation sheet for accuracy)

Step 1 - Plat Fee

Determine how many lots are on the proposed plat. **All lots that are reviewed are assessed a fee.** If the plat contains only one (1) lot, fill in **Line 1A** with the required amount of \$194.00. If the plat has between two (2) and five (5) proposed lots, fill in **Line 1B** with the required amount of \$394.00. If the plat has over five (5) lots, then fill in **Line 1C** with the required amount of \$945.00. Plats of Consolidation, Boundary & Lot Line Adjustment plats must calculate their fees based on the number of lots that are a part of the proposed action (i.e. each property is assessed a fee).

PLEASE NOTE: Each sheet of a plan is charged a fee. All pages of a plan are reviewed and therefore are charged the minimum base rate of a 1 lot plan review (e.g. note and composite sheets, and plats of correction, etc.). *The only plats that are exempt are Boundary Survey and Condominium Plats which are charged: \$46.00 plus the base rate fee (1 lot fee-\$5.00) plus the \$5.00 recording fee for the first page plus a recording fee for each additional plat page.*

	# of lots	fee	
Line 1A	Plats with 1 lot	_____	_____
Line 1B	Plats with 2 to 5 lots	_____	_____
Line 1C	Plats with over 5 lots	_____	_____
Total Step 1 _____			

Step 2 - Lot Fee

Assess each individual lot for a lot fee. If the plat contains one (1) to five (5) lots then assess each lot at \$5.00. If the plat has six (6) lots or more, then assess the first 5 lots at \$5.00 and enter the amount on **Line 2A**, then assess any lots over 5 at \$11.00 each and place on **Line 2B**.

Line 2A	1 to 5 lots	_____ X \$5.00 = _____	
Line 2B	6th lot or over	_____ X \$11.00 = _____	Total Step 2 _____

Step 3 - National Pollution Discharge Elimination System (NPDES) Fee

Assess each new potentially buildable lot proposed in the development district. Potentially buildable lots are any lots, and residue parcels which meet the zoning requirements of a buildable lot. Not included as potentially buildable lots are open space, right-of-ways, and one remainder of the original (parent) tract.

Line 3	lots	_____ X \$138.00 = _____	Total Step 3 _____
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Step 4 - CBCA Final Plat Fee

If any portion of the plat lies within 1000 ft. of mean high water, \$148.00 fee is applicable.

Total Step 4 _____

Step 5 - Recording Fee:

Line 5	Number of plat sheet(s)	_____ X \$5.00	Total Step 5 _____
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Step 6 - Cultural Resources Review Fee (Major or Minor; calculated on 1st page only for entire project)

Total Step 6 _____

Step 7 - Technology Fee (All new projects are assessed this fee.)

Line 7	Technology Fee	_____ X 4%	Total Step 7 _____
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Step 8 - Total Fee

The fees from Step 1 through Step 7 should be added together and entered on the **Total Due** line.

This total amount is to be submitted with the Final Subdivision Plat Application.

Total Due _____

Resubmission Guideline Requirements

This information is being requested to establish guidelines to facilitate more efficient distribution of project resubmission packets to agencies and thereby improve the review process and make it faster.

- Provide individual copies of response letters for each remaining reviewing agent. (Just like each agent receives an individual copy of the plat for review.)
- If the item is not a new legal document, but a copy of an existing document, etc., please label (with their name) the item requested by the specific agent so that it can be forwarded directly to them. (This helps the processor to forward the information to the right agent instead of trying to guess per the response letter who it needs to go to.)
- If the requested documents are new original legal documents please forward those directly to the requesting agent in a separate package.